

**Minutes of a Buildings and Assets Committee Meeting of Watton Town Council held on Tuesday
10 November 2009 at 7.00 pm at Wayland Hall, Watton.**

Members Present: Councillor Anderson Councillor Holmes
 Councillor Crabtree Councillor J P McCarthy
 Councillor Gilbert Councillor L McCarthy
 Councillor Harvey Councillor Wassell

Officers Present: Town Clerk - J Seal

Members of the public: one

56 APOLOGIES

Apologies for absence were received from Councillor Freeman

57 CONFIRMATION OF MINUTES

It was agreed by Members that the Minutes be signed by the Chairman as a true and correct record.

58 URGENT BUSINESS

The Chairman reported that he had looked at the Clock Tower and felt that it was in a very poor state of repair. One Member suggested that the feasibility of removing the concrete coating should be looked at.

It was agreed that a survey of the building be included with the Wayland Hall survey being carried out by Paul Robinson Partnership.

59 RISK ASSESMENT

Members discussed the Risk Assessment Report recommendation and agreed the following:-

Monitor Display

- That both the Clerk and Administration Assistant have regular eye tests.
- That regular breaks from the PC are provided.
- That the office lighting is changed.

Security

- That the Health and Safety Executive be asked to carry out an inspection and recommend what action should be taken.

Unit

- That the Health and Safety Executive be asked to carry out an inspection and recommend what action should be taken.
- That quotations for emergency lighting be sought.

- That Fire Extinguishers be fitted.
- Extra Shelving be purchased.

60 COUNCIL VAN

It was agreed to defer the discussion on the Council Van until the Town Gardener retired and asked the Clerk to clarify the insurance cover for use of vehicles on Council business.

61 PUBLIC TOILET CONTRACT

It was agreed to re-tender the cleaning contract.

62 WEB SITE

It was agreed that the Web site would go live and that after Full Council it would be publicised. Councillor's e-mails were also discussed.

It was proposed by Councillor Anderson and seconded by Councillor Holmes and

RESOLVED

That the decision to provide Councillors with e-mail facilities be deferred to Full Council.

The Meeting ended at 7.50pm

JS